



JOB OPPORTUNITY POSTING

POSITION TITLE: Product Service Rep - Shipping & Receiving

DEPARTMENT: Product Support

LOCATION: Schomberg

REPORTS TO: Regional Administrative Coordinator

COMPANY:

Vianet is a well-established, customer-oriented telecommunications company with offices located across Ontario. We provide Residential, Small Business, and Enterprise level customers in both urban and rural locations with a wide range of services to suit their unique needs. We offer internet access across a variety of mediums such as our own Fibre and Wireless infrastructure, and third-party DSL and Cable services. We also provide phone services, high-definition television services in select areas, as well as a variety of business services.

We are looking for a hard-working employee to support the continued growth of our company. We have a passion for our company and hold the same devotion to our people. We know that the right people in the right positions can do incredible things, and we love watching that happen!

JOB SUMMARY:

There is an immediate full-time job opportunity at the Schomberg location for the position of Product Service Representative with a focus on shipping & receiving and inventory.

POSITION RESPONSIBILITIES:

- Shipping and receiving daily deliveries, coordinating, and assigning installation hardware and construction supplies
- Providing inventory support and maintaining inventory records using our internal software as well as updating excel spreadsheets
- Helping to maintain adequate stock levels in the shop
- Unloading materials from incoming trucks and organizing them in assigned areas
- Frequently communicating with other offices through phone, scanning, emails, and messaging
- Performing other duties and tasks as assigned

EXPERIENCE / KNOWLEDGE REQUIRED:

- Previous warehouse experience in shipping and receiving and inventory
- Forklift certified with a minimum of one year experience



- Average computer skills and comfort level with computers and technology
- General knowledge of internet and related products
- Solid communicator both verbal and written
- Positive attitude with an excellent work ethic
- Ability to work independently, efficiently with attention to detail
- Reliable team player with a regular time and attendance record
- Physically capable of lifting of up to 50 pounds independently
- Ability to stand for long periods of time
- Must have reliable transportation to get to and from work as there is no public transit available at this location

HOURS OF WORK: Monday to Friday
8:00am to 4:30pm (shift hours are flexible)

DATE POSTED: September 30, 2022

HOW TO APPLY:

If this is a job opportunity you are interested in applying for please submit an up to date resume via email to careers@corp.vianet.ca or by fax 705-222-2800 referencing "PSR Schomberg" in the subject line. We thank all applicants in advance for your interest in applying, however because of time constraints, only those under consideration will be contacted.